

**YOUNG ADULT REFERENCE ASSISTANT
YOUTH SERVICES DIVISION
BEAVERTON CITY LIBRARY
20 hours per week**

SALARY RANGE: \$17.60 - \$23.59

CLOSING DATE: April 23, 2014

ABOUT THE JOB: Beaverton City Library Youth Services is proud to provide excellent and innovative services to Beaverton children and teens through outstanding collections, enthusiastic outreach and innovative library programming. We seek a customer-service oriented reference assistant who can serve youth with imaginative, inventive and exciting library services. The ideal candidate possesses excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. This position includes evening and weekend hours.

ESSENTIAL FUNCTIONS OF THE JOB: Work with Youth Services team to cultivate a welcoming and resource-rich atmosphere in the Teen Room in order to serve Beaverton's diverse teen population. The position involves connecting teens and their families with resources at the reference desk and creating community through programming. Duties for this position will include, but are not limited to:

- Providing quick and accurate answers to patron's reference, readers advisory and other questions using appropriate reference techniques at the children's and teen reference desks while supervising the children and teen areas
- Assisting patrons in the use of library materials, computers, databases, eReaders, and knowledge of social media
- Providing programs for tweens and teens
- Assisting with Homework Helpers and other volunteers

TO QUALIFY: Requires a Bachelor's degree and two years experience in a library setting in reference or related services including automated reference experience, or an equivalent combination of education and experience. Special consideration will be given to bi-lingual applicants (Spanish-English), plus a bilingual premium pay after passing a proficiency test.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov. Closing Date: April 23, 2014.

SUPPLEMENTAL QUESTIONS:

- a. Please provide a short summary of your qualifications working with teens and parents.
- b. Please provide an outline for a summer library program.